



CITY OF JERSEY VILLAGE, TEXAS

PARKS & RECREATION ADVISORY COMMITTEE NOTICE OF A MEETING

March 2, 2022 at 5:30 p.m.
Civic Center Auditorium
16327 Lakeview Dr. Jersey Village, TX 77040

AGENDA

1. **Call to Order & Attendance** *Doris Michalak & Maria Thorne*
2. **Approve Minutes from 2-2-2022** *Doris Michalak*
3. **Citizen Comments**
Any person who desires to address the Recreation & Events Committee regarding an item on the agenda will be heard at this time. In compliance with the Texas Open Meetings Act, unless the subject matter of the comment is on the agenda, the City staff and Committee Members are not allowed to discuss the subject. Each person is limited to five (5) minutes for comments.
4. **Items for Individual Consideration**
 - a. Founder's Day event – *Robert Basford*
5. **Parks and Recreation Directors Report**
6. **Future Agenda Item Request: Please email all future agenda item requests to mthorne@jerseyvillagetx.com .**
7. **Next Meeting Date 4-6-22**
8. **Adjournment**

I, Maria Thorne, Parks and Recreation Administrative Assistant, City of Jersey Village, do hereby certify that the foregoing notice was posted in a place convenient to the general public at City Hall on the 25th day of February 11:00 am.

Maria Thorne
Parks and Recreation Administrative Assistant

In compliance with the Americans with Disabilities Act, the City of Jersey Village will provide for reasonable accommodations for persons attending public meetings. Request for accommodations must be made to the Parks Administrative Secretary by calling 713-466-2174 forty-eight (48) hours prior to the meetings.

"Pursuant to Section 30.06, Penal Code (trespass by license holder with a concealed handgun), a person licensed under Subchapter H, Chapter 411, Government Code (handgun licensing law), may not enter this property with a concealed handgun."

"Pursuant to Section 30.07, Penal Code (trespass by license holder with an openly carried handgun), a person licensed under Subchapter H, Chapter 411, Government Code (handgun licensing law), may not enter this property with a handgun that is carried openly."

PARKS AND RECREATION ADVISORY COMMITTEE
MINUTES OF MEETING
February 2, 2022

Call to Order

Doris called meeting to order at 5:30 pm

Jamie MacDonald	<i>present</i>	Lynda Schubring	<i>present</i>
Charlie Mattair		Michelle Mitcham	<i>present</i>
Ashley Brown	<i>present</i>	Luke Onorato	<i>present</i>
Doris Michalak	<i>present</i>	Isaac Recinos	<i>present</i>
Kristy Holder	<i>present</i>	Sebastian Marquis	<i>present</i>
Glenn Jackoviak	<i>present</i>	Robert Basford	<i>present</i>
Heather Tuggle	<i>present</i>	Maria Thorne	<i>present</i>

Approval of Minutes from January 5, 2022

Requests were made to amend minutes by Michelle Mitcham and Ashley Brown.
Motion was made to approve minutes by Ashley Brown and was seconded by Glen Jackoviak.

Citizen Comments

None

Items for individual consideration

Founder's Day event – Robert Basford

Robert brought his computer and projector and demonstrated the event planning software One Plan Studio Planner. The software allows them to create a site plan and site map for the Founders Day event. He pointed out the various areas of the proposed layout.

The mechanical rides will be located within the fireworks safety zone. They will operate until a certain time and then barriers will be moved into place at 8:45 to help direct people out of the fireworks zone.

There is enough space for about 18 or more 15x15 tents. There are designated trash areas, and staff is working on obtaining trash boxes. There will be light towers spread out throughout the park. Robert is looking for carnival themed kettle corn, food trucks, and concessions.

There will be a seating area and they are also looking at restroom options such as a restroom trailer. There will also be an area for a stage and Isaac is looking into getting an MC and a performer.

Robert pointed out the location of moonwalks, a hospitality area, police, fire, safety, first aid, time-out tent, sensory tent. They are planning to set up all chairs and tables for a food court, and bingo area. Robert explained that the hospitality area is where volunteers can go for a rest and snacks and drinks.

Robert is planning to ask the school if we can use the parking lot. With the surrounding parking lots, parking should not be an issue. The software program can provide the number of parking spaces available from an aerial image. Robert will get with the police department about traffic.

Robert said that some residents had expressed interest in a shuttle service. The topic was discussed and further research will be needed. He will get with police department about traffic and parking.

Robert is planning to talk to Harris County Flood Control about the silt fence. He would like them to clean up the fence and relocate it. He is going to ask if they will replace it with a better looking construction fence.

Robert gave an overview of the site layout and the activities:

Games, JVWG will host a cakewalk, JVSJ will host a Bingo hour, JV Stars are considering a game, Parks and Rec department will have a bottle ring toss game, Jersey Meadow Golf will bring a chipping game and maybe other activities, Divine Mercy Church said they would build and staff a game, there are several sports challenge inflatables in the mechanicals quote – basketball, football, baseball speed pitch etc. There will be corn hole, gaming pits, sack races. JV Stars are also considering a water game. For entertainment there will be JV Cheer, bingo, maybe a DJ, a cake walk, fireworks, maybe a magician, a chili cook-off, maybe a massive cake, maybe a petting zoo,

Robert said that he needs about 75 volunteers for 1 hour each to man the inflatables. It was suggested to maybe change to 2 hour shifts. Decided to allow people to sign up for 1 or 2 hours for the inflatables. Mechanical rides will have attendants, traffic and trash will be handled by staff. The number of volunteers does not include manning the games. The goal is to have the games manned by whoever brings them.

Set up for the event will begin on the Monday before the event. Rides will need to go through an inspection. The hospitality tent and sensory tent were brought up. Open Door was mentioned. Robert said that he may have staff run the Ticket booth. Doris asked about the signup process and Robert said that there will be a way for residents to sign up to volunteer.

The cost of the wristbands was discussed in detail and whether or not to include all rides and inflatables. There were many questions asked and opinions expressed. Two main points were that 1, we have never charged for inflatables in the past, and 2, parents with young children may not be getting their money's worth if their kids are too young for all of the rides.

Doris said that the committee needs to see a complete list of rides and inflatables and the target ages in order to determine how much to charge, and what can be offered for free. Robert added that the games would be free.

Robert said that the target number of wristband sales is 1500 at \$10 to potentially fund the entire event. The goal is to self-fund it and to avoid it being a tax burden on the residents. There would be a presales window open for residents. Residency verification would be required. If enough are sold, may not need to open it up to the public outside of JV. A family cap was mentioned. A question was asked if adults riding with kids would need a wristband, and the consensus at this time was yes.

Heather brought up the idea of selling a limited number of VIP packages only for residents that include special seating, games passes, special parking, bingo cards, pieces of cake, event

keepsakes, etc. Maybe have Tic Tac Toe or checker boards painted on picnic tables. Using the empty parking lot as a VIP seating area was mentioned.

There is a concern that it might exclude some people. Maybe not capping the VIP packets would be an option? Doris asked if the plan is to raise funds without being a fundraiser. Robert discussed the recreation impact fee and the different tiers of costs. The goal is to have the event pay for itself, so that it is not a burden on the residents. Robert proposed price caps for residents, no price cap for non-residents.

Aged-based wristband pricing and packages were mentioned and Isaac expressed the limitations of TPAR, the registration software that we use.

Someone asked the amount of the budget, and Robert said it was \$20,000. Some things have been sponsored, but expenses are about \$35,000. That is why we need to raise about \$15,000 through wristband sales. The money from sales of the wrist bands would not cover the shuttle. Some residents talked about funding the shuttle themselves. Robert mentioned that there is a sponsorship opportunity for the Ferris wheel.

The proposed \$10 cost of wristband was brought up again. The question of "What do you get for that?" was asked. Inflatables and rides? Members want to make sure that there is something free for small kids, maybe one of the moon walks. Wristbands for 5 and under were discussed. On some rides, kids 5 and under can't ride without a parent and parent needs to have a wristband.

Doris stated that the committee needs to see a concrete list of rides and age ranges so that they can make better determinations and she requested that the committee add 2 additional planning meetings in the middle of February and the middle of March.

Glenn commented that not knowing the age and height ranges is the biggest obstacle to determining the price of the wristband.

Robert listed the different price tiers. Some committee members said they would like for the 5 and under band to allow the small kids to access all the moon walks. Robert said that some of the inflatables fall under the category of games, which would be free to all.

Ashley? brought up the question that if the parent buys a wristband, can the 5 and under child ride with that parent for free. Need to find out if a parent and small child can ride together.

A workshop meeting was agreed to and scheduled for Monday February 7th at 5:30.

Michelle talked about the JV Cheerleader team and asked what time they wanted them to perform. Robert said that they have not set the schedule yet. He also talked about possibly bringing in a magician.

The Village Dance Center performers were brought up. Doris volunteered to contact the Village Dance Center to ask if they would participate in the event.

Doris recapped and asked that Robert make a list for the tickets to present on Monday so that the committee can make the decision on Monday at the Workshop meeting. Doris asked for a list of the other items and Robert said that he would put it in the packet for everyone.

Ashley said that she got in touch with the Boy Scouts and that they have about 10 to 15 volunteers lined up to help with the inflatables. They would still need to have an adult at those stations.

Robert talked about getting vests for volunteers instead of getting t-shirts for everyone for every event. Sebastian, Isaac, and Robert demonstrated a phone app that functions like a communications radio or walkie-talkie.

Michelle introduced Chef Nancy Manlove who has agreed to run the chili cook-off. Nancy has been on the Food Network and has a lot of experience. Nancy said that there are things that need to be decided such as dates, time, entry fee, prizes, advertising, will this be a repeat event or a onetime shot? What categories of Chili? Need specifics for flyer.

Nancy says that she will be the one to choose and train the judges. Judges can't be involved in politics. Judges will present the grand prize to the teams. Can also have a "People's Choice" award. People's choice will get judged by residents. They will need to serve samples to the people for judging. The participants will provide their own supplies, so no cost to the city. Sponsors were discussed. Will need to determine the cost to enter the contest.

The city will have to apply for a temporary license from the county and may require the 3 wash tubs at each station. Need to have water for hand washing station. The location was discussed.

Robert suggested that we open the competition to amateurs, look for \$250.00 sponsorship, and charge \$30 to enter with a \$500.00 purse to be split. Will get trophies and maybe some paddles. Only residents can vote for people's choice.

Judges will award 1st, 2nd and 3rd prizes for best tasting. First place will get the \$400 prize. The residents will determine the "People's Choice" and will get a \$100 prize.

Founder's day flyer, chili cook-off will have its own section. Advertising will be on Website, Playguide, JV Star, Marquees, Facebook event, etc.

Will shoot for at least 10 competitors, will cut it off at 20 or 22. Competitors will each need to supply their own 10 x 10 tent. Robert asked if they should allow chili competitors to leave. Nancy said that she would not let them leave until the event is over.

Food for the event was discussed. Robert explained that there will be a revenue split with the food trucks. There will be a dessert area, deep fried everything, carnival type foods. There will also be chicken, and tacos. The big cake was asked about. Robert said that he is waiting for registration numbers to see if we can add it. Ticket sales will begin after February 7th.

Nancy said that she will be the point of contact for the chili cook off. Nancy will be a subcommittee and she said that she will need 6 volunteers to help for cook-off. Nancy asked for the contacts for the high school culinary club.

Parks and Recreation Directors Report

Robert reported that he spoke with Austin Bless and asked if there was any liability to the committee members at events. Austin said that there is zero liability if there is any type of legal action. The committee is covered by the city.

The slippery paint on bridge was brought up. Robert said that he had brought it up with public works. They have been working on sidewalks all over the cit.

Future agenda item request

Youth committee member position

Robert gave an update on the garden and pond request at North Tahoe. The water source is the largest issue. Any resident or a 51C3 organization could apply easily with Harris County Flood District. The city would have a lot of red tape trying to develop that area. Would take a lot of time. The city could assist once permit was granted.

The committee discussed the location of the new restrooms at Carol Fox Park. The restrooms will lock and unlock on a timer.

Next Meeting date

3-2-22

Adjournment

Motion was made to adjourn the meeting by Glen and was seconded by Ashley.

PARKS AND RECREATION ADVISORY COMMITTEE
MINUTES OF WORKSHOP MEETING
February 7, 2022

Call to Order

Doris called meeting to order at 5:30 pm

Jamie MacDonald *present*

Ashley Brown *present*

Doris Michalak *present*

Kristy Holder

Glenn Jackoviak *present*

Heather Tuggle *present*

Lynda Schubring *present*

Michelle Mitcham

Luke Onorato

Isaac Recinos *present*

Sebastian Marquis *present*

Robert Basford *present*

Maria Thorne

Citizen Comments

None

Items for individual consideration

Founder's Day event – Robert Basford

A workshop meeting was held to discuss founders' day event specifics amongst all members and subcommittee members. Event planning and brainstorming took place to continue to set the logistics of our April 9th 2022 Founders' Day event.

We were Joined by Karie Lawrence on behalf of the Jersey Village Women's Group who will lead the cake walk, Nancy Manlove who is the head of the Chili Cook-off subcommittee, and Kathleen Koenig on behalf of the Jersey Village Senior Outreach who will assist with Bingo.

Topics included: pricing, bingo, cake walk, chili cook-off, volunteer shifts, promotion plan, stage schedule, entertainment, ride updates"

Next Meeting date

Routinely regularly scheduled meeting: 3-2-22

PARAC Committee meeting event discussion 3/2/2022

- Registration: 83
 - 5 Family Passes (4+)
 - 14 Single Bracelet
 - 2 three and under
 - 7 VIP
 - Free wristbands to Volunteers and 2 free wristbands to committee members.
- Volunteer sign up genius link _____
 - We have 4 JV employees set to work the ticket booth
- Promotion Schedule
- Games
 1. Baseball & Milk Bottles (Jersey Village Court Division)
 2. Corn hole & Giant beer pong with new trashcans (open Play)
 3. Soccer game with existing net (inflatable to be staffed by volunteers)
 4. Basketball game with new hoops (inflatable to be staffed by volunteers)
 5. Football game with tires (inflatable to be staffed by volunteers)
 6. Baseball pitching machines (inflatable to be staffed by volunteers)
 7. Baseball bat game (inflatable to be staffed by volunteers)
 8. Golf chipping game (Jersey Meadow Golf Club)
 9. **Golf demo tent (Jersey Meadow Golf Club)**
 10. Dj Game hour (DJ)
 11. Bingo (JVSO)
 12. Ring toss (JV P&R will build we need staff)
 13. Sack race/three legged race (JV P&R Advisory Committee or delegation)
 14. Fishing ponds (JV Stars swim team considering this)
 15. National anthem or will the band perform (unfilled)
 16. Cow milking contest ? (Vacant)
 17. Cake walk (JVWG)
 18. Chili Cook-off (Nancy Manlove)
 19. High striker (Game we rented but need to staff)
 20. **We need to fill 6 open booths** Divine mercy will staff and build one if we give them the idea
- Petting zoo? \$1250 for 20 animals 4:30-7:30
- Sensory and Hospitality tent set up at Philippine Park (using golf course tournament tent and Michelle's sensory equipment. Isaac will create a promotion informing guest of the headphone location.
- 5K: Jamie: 5k Daisy Dash will run prior to the event roughly 2:30 ish? Defer to Jamie for update.
- Chili Cook-off Update: Nancy
- Event update:
 - Ordered restrooms, light towers, barricades, fireworks, mechanical rides, dumpster, stage, trash boxes, dj and mc equipment, event posters
 - Created promotion schedule, traffic plan
 - Permit application is completed and pending approval
 - Working on street parking plan
- Entertainment
 - Stage secured 20 feet by 12 feet
 - DJ

- JV Cheer
 - Dance school? Doris
 - National Anthem?
- Committee needs
 - PROMOTION: spread the word, share and like each Facebook post containing founders day.
 - We need to fill 6 game booths ourselves or via delegation
 - Sack race and 3 legged race
 - Ticket booth/staffing
 - inflatable staffing (delegation accepted)
 - event set up Friday 4/8 anytime
 - setting up hospitality booth supplies (drinks snacks set etc)
- Things discussed and things left unfinished
 - Cake?
 - Parking Plan
 - Shuttle JVSO and Harris County
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Jersey Village Parks & Recreation

To: Parks and Recreation Advisory Committee

CC: Austin Bleess, City Manager

From: Robert Basford, Parks and Recreation Director

Date: February 25, 2022

Subject: Parks & Recreation Director's Monthly Report - February

Parks & Recreation Monthly Report

Admin

- Golf Course is on pace to record the best February revenue to date.
- Carol Fox Restroom has moved towards the utilities portion of the project. We ran into a few hindrances but we have identified a solution.
- I continued work on FY22-23 budget as we prepare for budget season.
- I attended the Texas Recreation and Parks Society state conference in College Station Texas. I was able to collaborate with other professionals in the industry and companies that can assist us in the maintenance and potential growth of the experiences we offer. A few highlights of the sessions attended included:
 - We started with an opening presentation from Dr. John Crompton discussing the 7 eras of the recreation field and how our agency identifies with all of them. This was by far one of the most productive 90 minute education sessions I have attended in my professional career from one of the most influential recreation professionals to this day. If you are interested in learning more about recreation, its importance, development, history, political placement, etc. (you name it) Dr. Crompton has approximately 40,000 citations and an H-index of more than 80. He is the most cited scholar in world in the tourism and leisure management fields and I would strongly encourage giving any piece of his work a good read.
 - Establishing a proper maintenance schedule to avoid excessive maintenance backlogs using the "band aid" approach.
 - Tips and tricks for organizing budget friendly special events
 - Team engagement, team building, and remembering that even as we get older we still need to play. Tips and tricks to produce and generate play.
 - Keynote Neelay Bhatt discussed the power of one and how it only takes one person 60 seconds to make or break an entire experience which will affect their views of the entire department, city, state or potentially even a nation.

- Engaging the silent voices of your community
- Sports Park 101: Designing the right game plan for financial success
- Planning a structured internship program
- Whats trending in the design of Parks and Sports Complexes.
- I was able to gather in person project updates from Gametime regarding our ZIP TRAK installation which began this week.
- Held a discussion with JVS0 regarding the AARP Grant we plan to apply for.
- Checked on the feasibility of a bike share program within the City of JV.

Recreation

- Senior Fitness is going strong. It is turning into a strong program with healthy numbers. One year anniversary of the program is coming up in May.
- I spent a good amount of time creating the entire promotional flyers for the Founders Day event. Now we have a social media bank with images that are ready to post.
- All FUAs needed for the upcoming year have been completed.
- Worked on creating the website for founders' day, as well as the portal where residents can purchase their wrist bands.
- I have confirmed the dates that the library will bring programming to our civic center. They are bringing 5 wonderful programs in the month of June that will be free to all.
- Geocaching has been confirmed. We are partnering with the Fairbanks Library to bring this wonderful program to Clark Henry Park. It will go live the week of Spring Break (CFISD Spring Break)
- I have completed my Lifeguard certification and it is valid for 2 years. Currently I am also working on my lifeguard management certification so I can more effectively handle my staff this pool season.
- We raised \$690 through bingo. This month I was able to present the check to loving arms pet placement.
- Our pool motor has given out. I have already placed an order for the replacement and progressive should have our pool running back to normal within a week.
- Our bathroom project is completed! The only thing remaining if for Sebastian and I to finish painting the floors
- I have finished the play guide! I already sent it out to minutemen press and they will have it printed and shipped early March.

Parks

- Working on redesigning the Carol Fox sand pit area, gathering quotes on replacing the wood wall and all the equipment in this pit. We will also be putting in new drainage and new sand to improve the area.
- Continuing gathering prices and styles to put together a price to replace all the benches, trash cans and pic nic tables throughout the city.

- We are near completion of cutting back and replacing flowers in all the flower beds throughout the city, we are also adding new mulch to all the flower beds in the city.
- We are planning to start a little project at the front of the golf course entrance on Rio Grande. This project will consist of a little bit of redesign, we will be adding some curbing to border in the flower garden. We will be adding some new sod to make everything a little more uniform. We will also be adding some more color and new flowers also a lot of new mulch.
- I attended the TRAPS state conference at Texas A&M, this conference was very informational and great for me to learn how a lot of things are done out here in Texas. A few things that I learned about there are,
 - The science behind the warm season grasses and how we can manage these types of grasses on a lower budget.
 - Why we need to take the time to really think about taking care of our urban tree population and what we can do to take care of our tree population. Going to be taking a look into making us a tree city.
 - Was able to talk to a lot of the playground vendors that supply our area, some of the companies I had the opportunity to talk with are a few I will be looking into some of their products.
 - Learned a few new ways on how to design new areas for our parks using some new and improved technology.
- We have started painting all the yellow curbs in the city, currently starting to look at new ways to improve the speed and consistency of painting the curbs.
- Starting working on park portfolios for each park that will tell us all the information about the park. Also with these new park portfolios it will be able to tell us what we have for equipment what we have for amenities.
- The pool bathroom fixture project is complete
- We are working on painting the pool bathroom floor and all the grey floor.
- We replaced about 15 different boards on the Carol Fox Park wood retaining wall, as we replaced a few boards we noticed a lot more boards needed to be replaced. We got most of the rotted boards replaced.



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- The installer of the zip trak is coming on Tuesday to install. This will take a couple days to complete.
- We replaced a couple of the baby swings at Welwyn we are in the process of getting these back up.
- Getting some prices together to fertilize all the grass in the city going to be doing this the first 2 weeks of March.
- We had a new bike rack installed at the nature trail by a girl scout troop.